

FISCAL OFFICER/PLANNER, MAYOR'S OFFICE ON CRIMINAL JUSTICE

Position:

The Mayor's Office on Criminal Justice seeks a Fiscal Officer/Planner for its grants unit to manage the Homeland Security grant awards. The grants unit handles all police, homeland security and criminal justice grants for the City of Baltimore and manages approximately \$70 million in State and Federal grants. The Fiscal Officer/Planner would be responsible for preparing and submitting quarterly financial reports to State and Federal agencies.

Duties Include:

- Monitoring budget expenditures during the fiscal year to ensure compliance with Federal and State regulations. Collects supporting documentation on expenditures, projects budget expenditure trends and deficits and prepares reports.
- Assist with development and management of internal control procedures for grants.
- Prepares budget for grant applications and prepares reports of grant expenditures.
- Reviewing, verifying and approving purchase orders, requisitions, personnel action requests and other forms for sufficient funding.
- Monitoring grant awards, program evaluations, budget modifications and grant renewals; maintaining and preparing records and reports of all grant activities.
- Responding to audit requests.
- Performs related work as required.

Qualifications:

The Fiscal Officer/Planner must have knowledge of federal and state grant reporting requirements and fiscal reporting principles. The Fiscal Officer/Planner will be responsible for preparing and reviewing financial reports and should be able to communicate effectively, both orally and in writing. Candidates should be experienced in the principles and techniques of budgetary and fiscal analysis, have the ability to compile, collect, assemble and verify budgetary data. Candidates must have a bachelor's degree in accounting, business administration or a related field from an accredited college or university.

Salary: \$45,000 with benefits. Position will remain open until filled. The City of Baltimore is an Equal Opportunity Employer.

Interested candidates should submit a cover letter and resume to:

Kyle E. McNair, Fiscal Administrator
Baltimore Police Department
Grants Section
242 West 29th Street
Baltimore, Maryland 21211
Email: kyle.mcnaire@baltimorepolice.org